

# PARK, RECREATION AND COMMUNITY SERVICES BOARD MINUTES

## THURSDAY, June 8, 2010

A regular meeting of the Park, Recreation and Community Services Board was held in the Council Chambers in City Hall of Burbank 275 East Olive Avenue, Burbank, California. The meeting was called to order at 6:10 pm by Whit Prouty, Chairperson.

### ROLL CALL

**Present .....** Members Prouty, Ferguson, DePalo, Yegparian

**Absent...** Member Layfer

**Staff Present...** Director Chris Daste, Deputy Directors Jan Bartolo, Marisa Garcia, Teri Stein, Gaby Flores; Administrative Officer Johnathan Frank, Acting Recording Secretary Paula Ohan

### APPROVAL OF MINUTES

Minutes approved for April (passed 4-0).

### PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

### WRITTEN COMMUNICATIONS

None.

### ORAL COMMUNICATIONS

None.

### ANNOUNCEMENTS

Upcoming events were announced.

### NEW BUSINESS

#### **1. Election of Officers**

Mr. Yegparian moved that Mr. Ferguson be elected Chair and the motion was seconded by Mr. DePalo. Mr. Yegparian moved that Mr. DePalo be elected Vice-Chair and the motion was seconded by Mr. Ferguson. Mr. Ferguson moved that Mr. Yegparian be elected Secretary and the motion was seconded by Mr. DePalo.

Mr. Ferguson took over the meeting as Chair.

**ACTION** Boardmembers elected: Chair- Mr. Ferguson, Vice-Chair- Mr. DePalo, Secretary-Mr. Yegparian

#### **2. Board Liaison Elections**

Due to the absence of member Layfer, the Board decided to postpone this item until the next meeting.

**ACTION** Item re-agendized to next Board meeting.

#### **3. Child Care Committee Report**

Armineh Hacopian, Childcare Committee Chair, reported that the Committee is comprised of representatives from various child care providers and concerned citizens whose mission is to serve as a resource for the community, identify child care needs and promote safe and affordable child care opportunities. They discuss legislative issues and budget cuts as they relate to child care as well as invite speakers regarding different topics. The Committee discusses relevant subjects and shares information via a quarterly newsletter. They put out a Child Care Directory for the public and have been discussing putting together a list of questions that parents should ask when looking for a quality childcare.

**ACTION** Note and file

#### **4. Rim of the Valley Corridor Special Resource Study**

Ms. Bartolo reported that she and Member Yegparian attended a briefing hosted by the National Park Service (NPS) on May 25. The Consolidated Natural Resources Act of 2008 directed NPS to conduct a study of the area we know as the Rim of the Valley Corridor (RVC) in order to determine whether any portion of RVC could be considered eligible to be designated as a unit of the National Park system or added to an existing national park. The study provides an opportunity to think creatively on how we can care for resources within our community. NPS is conducting a series of briefings in their pre-scoping phase of the process to obtain initial input for the public outreach section of the study. This meeting covered issues such as the protection of wildlife habitats, trail linkages and open space areas, protection of endangered species, recreational opportunities, and development of potential partnerships. A feasibility assessment will be conducted to determine whether any of the areas are of national significance. After the meetings are completed, NPS will be making recommendations that will ultimately be submitted to congress. However, Ms. Bartolo noted that only a quarter to a

third of the studies ever result in a recommendation actually being approved by Congress. The process timeline is as follows: pre-scoping process (June–October 2010), resource analysis study (2011), looking at alternatives (2012), feasibility analysis and environmental impacts (2013), and a draft report completed (2014). Studies also include ways that Federal, State, Local, and private entities can protect or interpret cultural/natural resources in these areas. NPS will keep communities apprised by sending periodic newsletters the communities involved and by establishing a public website. Mr. Yegparian and Ms. Bartolo were interested in having NPS representatives attend the PRCS Board meeting but were not available tonight. Staff will try to schedule them at another time.

Mr. Yegparian asked the public for their participation in sharing input regarding special resources that they may be aware of in order to potentially expand the national park area. He added that there are four difficult conditions that need to be met and that the community can help meet those during the public information sessions that will take place through NPS later in the year.

**ACTION** Note and file

#### **5. Park Patrol**

Ms. Bartolo gave a brief background on the status of the Park Patrol program. She explained that Grant funding would be depleted by 2010, at which time the program would cease. At a previous meeting, Boardmember Layfer suggested entertaining the thought of assessing a nominal user fee to program participants to generate funding for Park Patrol. Staff prepared a discussion paper for City Council and the Police Department provided alternatives during their budget presentation. There was one new alternative suggested that was not shared with board prior to the presentation: hiring retired Police Officers to provide park patrol coverage at a more economical rate. The idea was brought to Council's attention and pertinent information was provided. Ms. Garcia and her staff did an initial analysis as far as the level of participants in programs (103,000). It was estimated that if City Council were to consider a \$1 user fee across the board, there would potentially be \$103,000 generated for the program. Staff was directed to further evaluate the viability of the user fee, and provide Council with a proposal to implement such a fee. In the interim, City Council would utilize one time funding to continue the Park Patrol program through June 2011 to get through the next fiscal year. PRCS staff will be working in conjunction with the Police Department regarding the fee and how best to assess the fee with the intention of returning to City Council before the end of the next fiscal year. At that time, the most appropriate funding source mechanism to sustain the program will be determined.

Boardmembers comments included a suggestion by Mr. Yegparian on the possibility of collaborating with neighboring cities to share resources. Mr. Daste noted that the City of Burbank will be meeting with a Consultant regarding sharing services with the City of Glendale and Pasadena and he will relay the suggestion to the City Manager's office to possibly be included in that discussion.

**ACTION** Note and File

#### **6. Park Foundation**

Johnathan Frank explained that the purpose of this report was to determine the Board's interest in establishing a non-profit Park Foundation, and that this was the first step for discussion and consideration. Katie Lenahan, Management Intern, reported that in the past the City of Burbank has created supplemental programs to offset the costs of various projects and programs created by the Park, Recreation and Community Services Department. For example, the YES Fund was constructed as a non-profit, able to collect both private donations and public contributions based on a pledge by Council and the Redevelopment Agency to utilize a portion of tax incremented revenues generated from Redevelopment projects. Funds were allocated through a grant process but solicited exclusively for programs and capital projects that would benefit neighborhoods in redevelopment project areas. Although the YES Fund has been successful in offsetting costs, it may be beneficial to think about starting a non-profit organization that would benefit the entire PRCS Department exclusively. During the research process, staff found the L.A. Park Foundation (LAPF) to be a comparative analysis to model our own program after. LAPF started in 2009. One of the key aspects is the relationship it has with the City of L.A. Parks Department; all funds generated go exclusively towards endeavors of the Parks and Recreation Department but have no official affiliation with the City. There is a grant process that the City of L.A. Parks and recreation Department is able to apply for, which they do with the knowledge that they have no competition with any other municipality and are pretty much the only eligible applicant and benefactor of these funds. In establishing a foundation, our city would have greater security in acquiring funding from organizations whose main objective is to offset costs and our programs. As a 501C3 non profit, the organization would be able to apply for more grants and more money. Unfortunately, due to the current economic times, it may not be prudent to start a foundation based solely on donations and contributions. It may not be realistic to establish a foundation that needs start up fees and a full-time staff person to manage it when it is not secure enough to get funding to do so. Although a non-profit would be beneficial and would create a richer and lasting legacy, due to these fiscal times, it may be better to table the item, as staff recommends, and wait until we are more secure with the ability to secure sufficient funding and donations to fund the program.

Boardmembers agreed this sounded like a good idea and were supportive, however, after discussions and varying opinions on the best time to begin such an endeavor, the majority of the Board felt it would be most prudent put this plan into action at a future date when economic times were not as challenging.

**ACTION** Members were all supportive of the idea of the establishment of a Park Foundation; however, the majority was concerned about the current economic climate and felt this was not feasible at this time. They agreed to bring back this item at a future date during better economic times for further discussion.

## **7. Going Dark in July**

Mr. Yegparian suggested a brainstorming session in lieu of a formal meeting for July. Mr. Prouty, Ferguson and DePalo were in support of going dark.

**ACTION** Motion made by Mr. Prouty and seconded by Mr. DePalo to go dark in July. Passed 4-0

## **OLD BUSINESS**

### **1. City Council Agenda Items**

Mr. Daste reported on the following City Council items: May 11: Budget Study Session with Council, June 1: Installation of Valley Park fencing passed 5-0, Outside Arborist item passed 5-0. Upcoming: June 14- Joint Study Session with Planning Board regarding wireless facilities; June 22- Proposed Budget Adoption; June 29-Approval of Burbank Task Force Recommendations, Amended Budget, Sculpture Garden item, Cultural Plan Update; July 6-PRCS Month Proclamation, Youth Board Appointments; July 27- Tournament of Roses Rendering.

**ACTION** Note and File

## **REPORTS**

- 1. Capital Improvement Program-** Ms. Bartolo showed slides of the latest capital improvement project at Stough Park, including new restrooms, picnic areas, landscaping, walk ways and turf.

**ACTION** Note and File

- 2. Cultural Arts Plan-** Ms. Stein reported that the plan was approved by City Council a year ago in June. An update will be presented to City Council on June 29. The Cultural Arts Advisory Committee (CAAC) was asked to address leadership, support of the arts, arts education and access, facilities and venue optimization. Some common objectives were the creation of an identity and website. The Committee selected the name *Burbank Arts* and a website will be their marketing tool for promotion. The Subcommittee partnered with Woodbury University: a logo was picked from one class, which was forwarded to a website class for the design of a website. The website design cost \$1500 (\$1000 donation to the University and \$500 to a student selected). Disney donated \$400 to the student whose logo was used. The next step will be to obtain a programmer to get it to work. City Council will be approached regarding creating a commission at a later date.

**ACTION** Note and File

- 3. Burbank Athletic Federation-** Mr. DePalo reported that discussion continued on improving officiating, the possibility of a private group to assign officials, and a hockey league.
- 4. Youth Task Force-** Mr. Ferguson reported that the group reviewed RFP's that were submitted for funding and selected Challenge Day , FSA student counseling programs, Police Youth Rewards Program and Teens in Action.

**ACTION** Note and File

## **ADDITIONAL COMMENTS FROM AUDIENCE**

None

## **ADDITIONAL COMMENTS FROM BOARD AND STAFF**

Mr. DePalo encouraged everyone to attend Flag Day and Joslyn's rummage sale, and thanked everyone for their work on the Memorial Day Ceremony. Mr. Yegparian requested that the L.A. River open space project (which may turn the last piece of open space along the L.A. River in to a possible park/natural water treatment area) be placed on a future agenda as an information item for the Board.

## **ADJOURNMENT**

The meeting adjourned at 7:26 pm.

**CHAIR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SECRETARY:** \_\_\_\_\_

**Date:** \_\_\_\_\_

